



CITY OF HOUSTON

Job Posting

1	Applications accepted	ALL PERSONS INTERESTED
2	Job Classification	EPIDEMIOLOGIST MANAGER
3	Posting Number	PN# 103482
4	Department	Health & Human Services Department
5	Division	Communicable Disease
6	Section	Environmental Public Health Tracking Network Program
7		Epidem.
8	Reporting Location	8000 N. Stadium
	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Directs and manages the work of Epidemiologist Supervisors, GIS Analysts and Staff Epidemiologist in disease control and intervention programs. Sets work priorities and evaluates outcomes in line with program goals. Reports to the Bureau Chief of Epidemiology regarding overall work progress and needs of field programs.

CORE FUNCTIONS

- Builds a strong chronic disease program for the department using resources that exist in the community and the department. Provides direction and policies for Public Health Investigator Supervisors.
- Monitors field investigative procedures and Public Health Investigator activities to ensure compliance with established Quality Assurance Guidelines for Public Health Investigators.
- Develops and ensures implementation of appropriate training as needed for disease intervention staff.
- Conducts performance evaluation of Public Health Investigator Supervisors and conducts appropriate career conferences and interviews to ensure the work programs are accomplished.
- Evaluates statistical and administrative reports to determine problem areas and provides program direction to subordinates. Provides recommendations to program administrator to ensure maximum utilization of disease intervention resources.

10 **WORKING CONDITIONS**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Master's degree in Epidemiology or in Public Health with emphasis in Epidemiology or related biological, medical or public health field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

- Eight years of professional experience in epidemiology or public health after completion of the required Master's degree are required, with four of the years in a supervisory role.
- Advanced degrees, such as PH.D in Public Health with emphasis in Epidemiology or related fields, e.g., Dr. in P.H., DVM, MD or equivalent, will substitute for two years of the experience requirement.

13 **MINIMUM LICENSE REQUIREMENTS** None

14 **PREFERENCES** None

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ☐Yes ☒No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION** GRANT FUNDED POSITION

This position is dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 27
\$1,678 - \$2,337 Biweekly \$43,6286 - \$60,762 Annually

18 **OPENING DATE** March 16, 2005

19 **CLOSING DATE** Open until Filled

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD Phone Number (713) 837-9496.

